



TO: Name, Title, Employee ID

FROM: Agency Appointing Authority (**AA signs here**)

DATE:

SUBJECT: Expiration of Executive Service Appointment

This memorandum serves to inform you of the expiration of your executive service appointment as **(Position Classification)** effective **(Date)**. The effective date of the expiration of your appointment includes ten days of paid administrative leave **(Dates)**. During this ten-day notice period, you will not be required to report for duty, but you will need to be available by phone to answer any questions or provide information.

You will receive a lump sum payment for any accrued annual and/or compensatory time to your credit. You will be required to turn in your State issued property, e.g., keys, cell phone, ID card/badge and any other property belonging to State government before you leave the office today.

If you have any questions or need additional information, you may contact **(Human Resource Director or Other Appropriate Contact)** at **(Telephone Number)**.

I verify by my signature below that I have received a copy of this memorandum.

Employee Signature

Date

CC: